

STATEMENT OF WORK
FOR
OFFICE CONTENTS RELOCATION
AND
MISCELLANEOUS MOVING TYPE
SERVICES

DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA
(DDSP)
NEW CUMBERLAND AND MECHANICSBURG, PA

SEPTEMBER 2003

PART I PURPOSE

The Contractor shall provide office contents relocation services, as well as other related moving type services specified in this Statement of Work, for the Defense Distribution Depot Susquehanna (DDSP), New Cumberland and Mechanicsburg, PA sites to include the tenant activities located at the New Cumberland site (hereinafter referred to as “customers”). Services may be required at one site only or services may be required from New Cumberland to Mechanicsburg or from Mechanicsburg to New Cumberland. The distance between New Cumberland and Mechanicsburg is approximately 10 miles. Relocation and other related moving type services are to be provided on an “as needed” basis and may vary in level of service as well as size of job.

PART II WORK REQUIREMENTS

A. General Requirements

1. The Contractor shall furnish the necessary personnel, vehicles, tools, equipment and materials to provide office contents moving and relocation services. Office moves may involve moving only a few pieces of furniture or equipment within one building or may involve moving an entire office or suite to another building. The Contractor shall have the necessary tools to disassemble furniture, remove wires from furniture, etc. as required by the particular moving service. Items to be moved may include, but are not limited to, boxed materials, office equipment, office supplies, furniture, cabinets, shelving units, safes, refrigerators, computer equipment, microwaves, and copying machines. The services may include a variety of manual tasks involving moving; disassembling, reassembling and assembling of new and used office furnishings; transportation to destination; delivery to designated room(s) at new location; placement inside the room(s) as required and reassembling that which the Contractor disassembled. In addition, the Contractor may be required to transport surplus Government property to a designated property disposition area. The Contractor may also be required to support official functions of the Command Affairs Office located at the New Cumberland site, as necessary, by providing labor to set up chairs and stages for ceremonies and meetings. The Government will provide the chairs and stage equipment to the Contractor.

2. The Contractor shall comply with all safety and building regulations pertaining to the movement of equipment. All filing equipment shall be transported upright and all filing cabinet drawers must be taped or otherwise prevented from opening. File cabinets may be full or empty. Contractor personnel shall take particular care when moving computer equipment, typewriters, adding machines, calculators, and other machines of this type. Contractor personnel shall take every precaution not to damage any equipment.

HAZARDOUS MATERIALS OR HAZARDOUS SUBSTANCES SHALL NOT BE MOVED UNDER THIS CONTRACT.

3. The majority of the work to be done under this contract will be in buildings occupied by Government employees. Therefore, the Contractor agrees to undertake its best effort to guarantee the work is performed in a way to ensure minimal disruption to the building occupants and agency operation. Also, the Contractor shall keep all aisles and fire exit ways passable at all times.

4. For relocation services that require moving an entire office or suite to another building or site, the Contractor may be required to provide any or all of the following when requested by the Government:

- a. conduct site visits with customer(s) to inspect sites where services are to be performed.
- b. furnish all packing containers and related supplies including, but not limited to, boxes and cartons, crating material, padding material, marking material, sealing tape and color-coded marking tags one week before scheduled move date.
- c. color coordinate multiple office moves on floor plans, floor maps, or office layouts and move property in groups, by office or area.
- d. work with the customer to accomplish phased moving services.
- e. provide an on-site working supervisor/crew leader who can speak, write and understand English.

B. Handling and Transporting

1. The Contractor will handle and transport such items as, but not limited to, the following: boxed materials, office equipment, office supplies, furniture, cabinets, glass, shelving units, safes, refrigerators, computer equipment, microwaves, and copying machines. Government employees will be strongly encouraged to handle and transport breakable personal property themselves. If, however, the employees freely elect to allow the Contractor to handle and transport breakable personal property, the Contractor will not be responsible for any damage to the personal property.

2. The Contractor will provide services including padding, packing and crating as may be required to prevent rubbing, scarring or damage to the property during handling and transportation.

3. The Contractor will ensure all glass or items containing glass are protected against damage and breakage of any kind during handling and transportation.

4. The Contractor will furnish clean and sound, closed type vehicle(s) of sufficient size to accommodate the moving service. The vehicle(s) shall be in good repair and in compliance with all federal, state and local laws and regulations for operation. All vehicles used by the Contractor in performance of this contract shall be equipped sufficiently with clean pads, covers and other protective equipment to ensure safe transit and delivery of property. The Contractor will ensure that all Government property is protected against inclement weather during the loading and unloading operations.

C. Safety Requirements

For all work to be performed under this contract, the Contractor will comply with all Occupational Safety and Health Administration (OSHA) requirements including providing Contractor employees with personal safety and protective equipment (e.g., safety shoes, goggles, gloves, hardhats). The Government is not responsible for providing any personal safety or protective equipment to the Contractor or to the Contractor's employees.

D. Specific Requirements

1. Moving and Hauling

a. Filing cabinets

The Contractor will be required to move and haul 2 drawer, 3 drawer, 4 drawer and 5 drawer filing cabinets. When feasible, the Government will empty and refill filing cabinets. If the filing cabinets cannot be emptied or locked, the Contractor will tape closed all filing cabinet drawers to ensure opening does not occur during the move. The use of steel strapping for this purpose is prohibited. All filing cabinets will be transported in an upright position.

b. Office Equipment

The Contractor will move and haul office equipment such as typewriters, calculators, telephones, copying machines, electronic equipment and computer equipment. Office equipment will be protected to ensure safe transport to destination and to prevent damage. The Government will disconnect all computer connections and unplug other electrical office equipment prior to the move. The Government will also reconnect this equipment after it is relocated. The Contractor may be requested to provide plastic reclosable bags of a size that will hold the computer speakers, keyboard, mouse and other accessories so that they can be labeled and do not get separated from the computer.

c. Office Furniture

The Contractor will move and haul office furniture such as desks, chairs, conference tables and bookcases. Office furniture will be protected to ensure safe transport to destination and to prevent damage.

d. Surplus Government Property

The Contractor may be required to pick up and remove surplus Government property. The Contractor will move and haul such property to a designated property disposition area. The current property disposition area is located at the Mechanicsburg, PA site.

e. Libraries/Books

The Contractor will move and haul to destination all boxed library materials. The customers will pack and unpack all library materials.

2. Packing

Customers shall be responsible for packing materials in boxes, including all contents of desks, prior to moving. Although not recommended, customers may include unbreakable personal items in the boxed materials to be moved by the Contractor; however, fragile personal items should not be packed in boxes for the Contractor to move. Customers shall be responsible for moving their breakable personal items. If breakable personal items are packed in boxes for the Contractor to move, the Contractor will not be responsible for any damage to those items.

E. Individual Move Notification

Upon award of a contract, the Contractor shall provide the Government with a "Moving Service Request Form". This form shall contain all information required by the Contractor for pricing individual moves. The Contractor shall also designate on the form a point of contact (name, phone number, facsimile number, email address) for customers to contact for all move requests. All customers requiring moving services shall be required to complete this form and forward to the Contractor's point of contact for pricing and scheduling of all moving services. The "Moving Service Request Form" and instructions for requesting moving services will be made available to customers via the DDSP website page.

F. Dress Code

The Contractor's employees shall wear uniforms (provided by the Contractor at no additional cost to this contract) that consist of work shirts and trousers or jumpsuits. The company name shall be imprinted on the shirt or jumpsuit. Contractor employees shall wear appropriate shoes, such as work boots (tennis shoes and dress shoes are not acceptable) for moving equipment. Those who do not comply may be asked to leave the worksite without any cost to this contract. Government issued identification badges shall be worn on the front upper half of the uniform where it can be seen.

G. Work Schedule and Federal Holidays

Work Schedule. The Government will generally require the services of the truck drivers, supervisors, and laborers between 7:30AM and 5:00PM during the workweek. Workweek as used in this contract is a five (5) day week Monday through Friday, excluding the federal holidays listed below:

New Year's Day	Martin Luther King, Jr's Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Christmas Day

Generally, the Contractor shall not be required to work overtime or on holidays. For services furnished on overtime or on holidays, the Contractor will receive compensation at the prices provided in Section B.

H. Damages

Report of Damages. The Contracting Officer will provide a written list of items found to be damaged and/or lost during the move to the Contractor within 15 working days after completion of the moving services. This list shall include both furnishings and building finishes, such as walls, carpet, etc., as well as damage to grounds such as shrubs, lawns, etc.

Repairs. The Contractor and the Contracting Officer or his representative shall visually inspect the damaged item(s) and mutually agree upon a time frame for repairing or replacing the damaged item(s). The repair or replacement of the item shall be completed within the time frame specified by the Contracting Officer or his representative. Except when loss and/or damage arises out of causes beyond the control and without the fault or negligence of the Contractor, the Contractor shall assume full responsibility for any and all goods lost and/or damaged in the movement covered by this contract.

I. Unacceptable Performance Procedures

If any of the services do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements at no additional cost to the Government. When the defects in services cannot be corrected by re-performance, the Government may:

1. require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
2. reduce the task order price to reflect the reduced value of services performed.

J. Security

Due to the heightened state of security, the Contractor shall submit the following information to the DoD Police Dispatch Office for each scheduled moving service. The Government shall not be responsible for encountered delays as a result of the Contractor not adhering to the following depot access procedures.

Depot Access Procedures:

1. Fax completed DLA Form 1818 (copy provided at Attachment 4 and available online at <http://www.dla.mil/dss/forms/fillable/DL1818.pdf>) listing Contractor personnel to the DoD Police Dispatch Office (Fax: 717-770-5480) at least 24 hours prior to the scheduled move. The list should include the following information:

- a. Date(s) and time(s) of scheduled move
- b. Brief description of work to be performed
- c. Name and phone number of customer
- d. Name of each contractor employee on moving crew
- e. Social Security Number of each Contractor employee on moving crew
- f. Date of Birth of each Contractor employee on moving crew
- g. State/Country of Birth of each Contractor employee on moving crew

2. The customer shall be responsible for meeting the moving crew at the depot entrance gate and escorting the moving crew from the gate to the Pass and ID Building to obtain temporary badges. Contractor employees must present at least one form of photo identification, i.e., valid driver's license. The Contractor shall also present current registration and insurance for each vehicle entering the depot.

3. Upon completion of scheduled move, Contractor employees shall return temporary badges at the depot exit gate.

END OF STATEMENT OF WORK